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TO: WIB Chairs
WIB Directors
Program Directors

FROM: Patrick J. Vercauteren
Deputy Commissioner

DATE: June 13, 2003

SUBJ: DWD Commissioner's Directive 2002-57
Revised PMIS Manual

RE: Workforce Investment Act and Welfare to Work

Purpose:

The purpose of this communication is to issue the revised Participant Management Information System (PMIS) Manual. This manual provides instructions for client tracking and data reporting for the Workforce Investment Act (WIA) and Welfare-to-Work (WtW).

Rescissions:

DWD Communication #2001-39 is rescinded July 1, 2003.

Content:

The revised PMIS Manual is attached. Changes include:

- Instructions for recording math and reading levels have been added,
- Descriptions of new activity record reading and math data fields have been added,
- Descriptions of the new fields office name and case manager name have been added, and
- Other minor corrections and clarifications have been made.

Effective Date:

July 1, 2003

Ending Date:

July 18, 2005

Action:

Local administrators should ensure local PMIS validated data systems are revised to collect the new data elements. This revised manual should be sent to appropriate staff for implementation by July 1, 2003. An electronic file of this manual will be sent to PMIS Contacts and may be used as the basis for a local manual. Direct questions to Rick Lindsey at 317-232-8486 or rlindsey@dwd.state.in.us.

Participant Management Information System

For Workforce Investment Act and
Welfare to Work

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

Effective July 1, 2003

Purpose

The Participant Management Information System (PMIS) is used to track participant information, activities, and outcomes for most programs funded by the Workforce Investment Act (WIA), and Welfare to Work (WtW) Program.

Questions or comments related to PMIS should be addressed to the attention of Rick Lindsey at 317/232-8486 (rlindsey@DWD.state.in.us).

Data System

Any system validated by DWD can be used as the local data system for participants receiving services funded by WIA or WtW. Validation consists of validating the system used as well as the local procedures in place to assure consistent data quality. Changes to validated systems must be coordinated with and approved by DWD to maintain the system validation.

For WIA registered and WtW enrollees, WIB Boards are responsible for the weekly submission to DWD of PMIS data files created by a validated system. The following files must be submitted in the prescribed format. (YY = last two digits of Program Year).

YYAPP.TXT

YYACT.TXT

YYEXIT.TXT

YYCONT.TXT

For PY '02, these files will contain data for all WIA participants active since July 1, 1999 and all WtW participants. For PY'03 the files will contain all WIA participants active since July 1, 2000 and all WtW participants. For PY'04 the files will contain all WIA participants active since July 1, 2001. Partner skill gainer records should only be submitted for the PY they occur.

	First Data Submission	Final Data Submission
PY'02	July 29, 2002	July 21, 2003
PY'03	July 28, 2003	July 19, 2004
PY'04	July 26, 2004	July 18, 2005

Data must be submitted to DWD by email (PMIS@DWD.state.in.us). Data should be submitted on or before Monday (or Tuesday if Monday is a holiday) and include at a minimum all data entered into the local data system through the previous Thursday. Data files transmitted to DWD should be compressed using data compression software such as PKZIP. Zipped files should be named "WSAXX.ZIP" (XX = WSA number).

Automated Input Requirements for Processing PMIS Data

To assure timeliness and accuracy of participant data, the application, activity (except partner participation tracking) and program exit data are required to be entered into a validated PMIS system within 10 working days from the date of enrollment, activity entry, activity exit, or determination of program exit. The exit date is the date of last service (except follow-up).

Failure to meet this timeliness standard may result in the loss of incentive funds and/or other sanctions.

Records

Procedures must be developed locally to ensure participant records are kept for three (3) years after the WIB submits the final expenditure report for that funding period to DWD.

If an audit is begun or claims instituted, such records must be kept until the litigation, audit or claim has been finally resolved.

Application Update Procedures

Locally developed paper PMIS forms are required for application, activity, and exit transactions. Unless otherwise directed, applicant characteristics must not be updated after enrollment. The following procedure should be followed when updating PMIS forms.

- 1) Draw a line through the item being changed, leaving it legible.
- 2) Record the date the application is being updated near the original date.
- 3) Review the application with applicant and draw a line through all information that needs to be updated, leaving it legible.
- 4) Record the updated information near the original information.
- 5) The interviewer, applicant, and other signatory (if required) must re-sign and date attesting to the correctness of the updated information.

Error Correction Procedure

If corrections must be made to activity entry dates or activity exit dates a description and explanation of the change must accompany the data submission. If corrections must be made to social security numbers, program codes, labor force status, enrollment dates, program exit dates or program exit codes, a description and explanation must be submitted to DWD and approved before changes are made to the electronic files.

If an error has occurred in recording data, the PMIS forms may be changed by the following procedure:

- 1) Draw a line through the incorrect response, leaving it legible.
- 2) Mark, if appropriate, or place the correct response near the incorrect data.
- 3) Initial and date the correction close to the error. If the correction is one that affects an eligibility criterion for any program, the applicant/participant must also initial and date the correction.

The use of "white out" for correction of forms is unacceptable for tracking the error and its correction.

WIA Activity Tracking

Once a participant receives WIA funded activities that require registration, all activities/services provided to the client should be tracked in the PMIS system, whether WIA funded or partner funded (unless the activity/service is Wagner-Peyser funded and entered in the CS3 system) if the partner-funded activities are part of a joint service strategy.

WIA Registration

WIA distinguishes self-service and informational activities as separate from the other activities within the WIA service categories (core, intensive, and training). There are two main factors to consider when

determining which core services require adults and dislocated workers to be registered and counted in the performance measures:

1. Level of staff involvement with the customer. When there is significant staff involvement in terms of resources or time, individuals receiving the staff-intensive core services are required to be registered for the adult and dislocated worker programs (all youth customers are required to register).
2. Purpose of the service. The Act specifically excludes those individuals who participate in self-service activities only (such as browsing the Internet). For staff-assisted activities, the purpose of the service should be examined to determine if registration is required for the service. Services that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situations should be considered informational in nature and therefore do not require registration. However, staff-assisted services that are designed to impart job seeking and/or occupational skills require registration.

For example, individuals receiving the following categories of core services must be registered.

- Staff assisted job search and placement assistance, including career counseling
- Staff assisted job referrals (such as testing and background checks)
- Staff assisted job development (working with employer and job seeker)
- Staff assisted workshops and job clubs

It is important to keep in mind that an individual must receive a WIA funded staff-assisted core, intensive, or training service to trigger registration. For example, in a One-Stop environment, if an individual received only Wagner Peyser funded core services or TANF funded case management, and did not receive any WIA funded staff-assisted core, intensive, or training service, that individual would not be registered for WIA. However, as long as an individual has received WIA funded staff-assisted core, intensive, or training and goes on to receive non-WIA funded partner services, that person must be registered for WIA. The date a client receives the first service that requires WIA registration is the registration date.

Tracking Partner Program Participation

Participation with partner programs must be tracked as an activity record using the appropriate line code. Approximate enter and exit dates may be used for partner activity records. Record only those programs that fund activities coordinated with the individual's WIA title I-B activities as part of a joint service strategy.

Partner services can extend the exit date from WIA title 1-B if the service would qualify under WIA as core services (other than informational or self-service), intensive services, training services, or youth activities (except for follow-up services). They also include similar employment and training activities, such as Adult Literacy Training. They do not include services that provide income support (e.g. Food Stamps, TANF grants, Unemployment Compensation).

Tracking Skill Gainers

Tracking skill gainers of partner program clients can be done in the PMIS system at the option of the WIB. Program code SG is used to report a partner client that gained a skill. Paper forms are not required for program code SG records.

Data needed for optional tracking of non-WIA system skill gainers:

Application Data (PMIS 1)

SSN

WSA_NO

PGCD (Use 'SG' for non-WIA skill gainers)

ENROLL_DAT (Use the date the data is being entered into the system or the date the skill was attained)

RESID_CO (Necessary to assign skill gain to planning region)

Activity Data (PMIS 2)

SSN

WSA_NO

PGCD (Use 'SG' for non-WIA skill gainers)

ENROLL_DAT

ENT_ACTIV (Use the approximate date the skill gain was achieved)

ACTIV_STAT (Use enter/exit)

LINE_CODE (Use the partner participation code for the partner primarily responsible)

Record one of the credential fields representing the skill gain

Attained High School Equivalency Diploma or GED

Attained High School Diploma

Attained AA or AS Diploma

Attained BA or BS

Attained Certificate of Technical Achievement (CTA)

Occupational Skills License

Occupational Skills Certification/Credential

Attained Journeyman Status

Attained Other Credential (as described in approved local plan)

EXIT_ACTIV (Use the same date as the enter activity date)

Exit Data (PMIS 3)

SSN

WSA_NO

PGCD (Use 'SG' for non-WIA skill gainers)

ENROLL_DAT

TERM_DATE (Use same date as enroll date)

TERM_CODE (Use exit code 50)

The 10-day data entry requirement does not apply to these records.

Tracking Reading and Math Grade Levels for Youth

Beginning July 1, 2003, reading and math grade levels must be gathered at approximately the point of registration and at intervals of approximately every 9 months during the participation of the youth in the WIA program. Math and reading levels must also be recorded at approximately the time of program exit. The reading and math levels at registration will be recorded in the application data while the interval levels and exit level will be recorded in the activity records. For interval and exit levels an enter/exit activity should be completed using a line code beginning with Z and the enter/exit date should coincide with the date of testing.

Z1	First Interval
Z2	Second Interval
Z3	Third Interval
.	
.	
Z9	Reading and math levels at exit.

Testing is not required for those assessed as Grade 13 or above, those not tested and obviously below the 7th grade level, or individuals that are not testable.

Exit Procedure

Clients are to be exited if the individual completes or otherwise formally stops services, or if the client has received no services for 90 days and a specific service is not scheduled for the future. The exit date is the last date of program funded or partner service received (except follow-up services). This exit procedure does not apply to Welfare-to-Work.

If an exit is recorded for a client and within 90 days (since the last date of service) another WIA service is provided (other than follow-up), the exit should be removed and services continued for the client. Prior approval is not required for this change but an explanation should accompany submission of data to DWD when this change is made.

If a client is active in multiple WIA programs, program exit should be recorded on the same date for all programs. The program exit date is the date the last service was provided (excluding follow-up services).

If a record is discovered that should have been exited in a previous program year, and the date of the discovery is over 90 days after the last date a service was received, the exit date should be recorded as July 1 of the program year the error was discovered. The details of the error should be recorded in the case file.

ONET or DOT Codes

When occupational codes are required, the use of DOT or ONET codes is a local decision. The Department of Labor has announced their intention to phase out DOT codes to be replaced with ONET codes. DOT codes, however, continue to be acceptable for WIA reporting.

ONET codes can be downloaded on the <http://www.onetcenter.org/database.html> web site. These codes should be used for reporting in the PMIS text files without punctuation. For example, the ONET code **25-1065.00** should be reported to DWD in the text files as **25106500** and should not have any embedded blanks.

Post Exit Tracking

In addition to tracking program activities, the PMIS-2 (activity record) will also be used for tracking post exit outcomes (such as credentials). Line codes E1, E2, E3, and E4 will designate the post exit quarter that is being reported. For example, a youth in advanced training in the quarter following the exit quarter is recorded with line code E1 (to designate a report of status in the quarter following the exit quarter) and recording “Youth Placed in Advanced Training” from the other outcomes. If the youth is still in advanced training in the third quarter after exit, an activity record will be entered with line code E3 (to designate a report of status in the 3rd quarter following the exit quarter) and recording “Youth Placed in Advanced Training” from the other outcomes. If the quarter is past and no tracking record exists, it will be assumed that none of the outcomes apply for that quarter.

Supplemental Data for WIA Performance Measures

WIBs may choose to collect supplemental data on a continuous basis, on an as needed basis, or not at all. Supplemental data (if available) will be used in the calculation of the entered employment rate and the retention rate. The purpose of supplemental data is to supplement wage records for those individuals that are employed, but wage records are not available. Choosing to maintain supplemental data can also provide valuable management information at the local level.

WIBs maintaining supplemental data on a continuous basis will routinely collect supplemental data if clients are employed in the quarter following the exit quarter and the third quarter following the exit quarter.

WIBs collecting supplemental data on an as needed basis will collect supplemental data after DWD runs performance standard reports and makes available information to the WIB of exiters with no wage records for the quarter following the exit quarter or the third quarter after the exit quarter. WIBs will have 30 days to collect, and enter data into the PMIS system. Line code S1 on an activity record is used to record that the client had wages in the first quarter after the exit quarter. Line code S3 is used to record that the client had wages in the third quarter after the exit quarter. Line code U1 can be used to track clients that did not have wages in the first quarter after exit and U3 for clients that did not have wages in the third quarter after exit.

These activity records should be entered as enter/exit activities. This supplemental data will then be used in the calculation of the entered employment rate and retention rate if wage records are not available.

WIBs recording supplemental data have two options for assuring the accuracy of supplemental data reported.

Option 1: Document each report of supplemental data in the client file consistent with the documentation requirements of Training and Employment Guidance Letter No. 7-99 (March 30, 2000). The documentation must remain in the participant file and available for review.

Option 2: Follow-up services and surveys of the participant may be used to determine that a participant is employed and receiving wages and this information can be entered into the PMIS system. Standard operating procedures must be developed and implemented that assure reported supplemental data is accurate. An example of an acceptable procedure would be telephone verification of a random sample of clients with supplemental data by staff not directly involved in providing client services. The actions taken implementing these standard operating procedures must be documented and maintained for review.

Reporting Non-Custodial Parent Project Data

Non-custodial parent project data will be submitted as part of the WIB data submission. Program code 'WC' will be used in combination with a distinct assigned site code to differentiate individual projects.

Reporting Other Project Data

Projects such as rapid response will be maintained using a unique identifier code. A program code will be assigned based on funding source and a unique PMIS ID# will be assigned to differentiate the individual projects.

Local Data Needs Beyond Reporting Requirements

It is expected that local areas will collect and maintain data beyond what is required for reporting purposes. For example, there are eligibility requirements that must be met at the local level, but these data elements are not required to be reported in the PMIS system. It is also expected that additional information will be needed locally to track performance outcomes in a manner that provides useful program management data.

Transferring a Client to another WIB

A client can be transferred from one WIB to another if both WIBs agree. In these cases, the complete client record is deleted from the transferring WIB and added to the receiving WIB database. The transferring and receiving WIBs must maintain the paper records for this transferred individual. The receiving WIB will count this individual for performance and reporting purposes. Transfers should be coordinated with Rick Lindsey at 317-232-8486 (rlindsey@dwd.state.in.us).

While an individual can be served by multiple WIBs, only one WIB can report the individual.

Reporting Office Name and Case Manager

Two fields have been added for data validation purposes. Local office name and case manager name will be collected and reported with each activity record in the text file submission to DWD. Automated systems should be revised to report these fields uniformly. These fields will be reported in right justified text fields.

Reporting Optional Data

If optional data is collected in an automated system, it is requested that this optional data be reported.

Application Data Requirements

x = required data item

blank = optional data item

	Item	Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
	Program Code (pgcd)	x	x	x	x	x	x	x	Record the program code for the funding stream. <ul style="list-style-type: none">• 1A WIA Adult• 1D WIA Dislocated Worker• 1Y WIA Youth• 1R WIA Dislocated Worker Project (Rapid Response)• NE WIA National Emergency Project• SG Non-WIA Skill Gainer (partner funding)• WW Welfare to Work• WC WtW Non-Custodial Project
1.	Social Security Number (ssn)	x	x	x	x	x	x	x	Record the nine-digit identification number assigned to the applicant by the Social Security Administration under the Social Security Act.
2.	Date of Application								
3.	Date of Registration (enroll_dat)	x	x	x	x	x	x	x	The registration date is the date of the first service (other than informational or self-service) provided by the funding stream represented by the program code.
4.	Site (site)							x	For WtW non-custodial projects, enter the assigned site number.
5.	WSA/Grant ID (wsa_no)/(pmis_id)	x	x	x	x	x	x	x	Workforce Service Area number and assigned project PMIS identification code (if applicable).
6.	Last Name (last_nam)	x	x	x	x	x	x	x	Enter client's last name.
7.	First Name (first_na)	x	x	x	x	x	x	x	Enter client's first name.
8.	Middle Initial (mi)	x	x	x	x	x	x	x	Enter client's middle initial.
9.	Home Address (street)	x	x	x	x	x	x	x	Enter client's home address (number and street).
10.	City (city)	x	x	x	x	x	x	x	Enter client's city.
11.	State (state)	x	x	x	x	x	x	x	Enter client's state.
12.	ZIP Code (zip)	x	x	x	x	x	x	x	Enter client's ZIP code.
13.	County Number (resid_co)	x	x	x	x	x	x	x	Enter client's resident county.
14.	Phone Number (phone)	x	x	x	x	x	x	x	Enter client's phone number.
16.	Birth Date (birthdat)	x	x	x	x	x	x	x	Enter client's birthdate.

	Item	Required Items by Group								Codes and Definitions
		Adults		DVs		Youth		WTW		
		C	Int Tr	C	Int Tr	14-18	19-21			
17.	Gender (gender)	x	x	x	x	x	x	x	Enter client's gender. 1) Male 2) Female	
18.	Race/Ethnic Group	x	x	x	x	x	x	x	Record the client's race/ethnic group from among the following categories. Individuals should be allowed to indicate more than one race/ethnic group.	
	(white)								1) White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
	(black)								2) Black or African American - A person having origins in any of the black racial groups of Africa.	
	(hispanic)								3) Ethnicity Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Note: Ethnicity information is collected separately from race information and should be collected before information on race.	
	(amindian)								4) American Indian or Alaska Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.	
	(asian)								5) Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes for example, Cambodia, China, Japan, Korea, Malaysia, the Phillippine Islands, Thailand, and Viet Nam.	
	(pacific)								6) Hawaiian Native or other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
19.	Individual with a Disability (disabili)	x	x	x	x	x	x	x	1) An individual who has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment. 2) An individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such an impairment, or is regarded as having such an impairment. 3) No	

	Item	Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
20.	Citizenship Status (citizens)								1) U.S. Citizen 2) Non-Citizen, Eligible to Work
21.	Selective Service Status (select_s)								1) Registered 2) Not Registered 3) Not Applicable
22.	Veteran Status (vet_stat)	x	x	x	x		x	x	A person who served in the active U.S. military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable.
	Recently Separated Veteran (rec_sep)	x	x	x	x		x	x	A person who applied for participation under WIA title I within 48 months after discharge or release from active U.S. military, naval, or air service.
	Disabled Veteran (disabvet)	x	x	x	x		x	x	A veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released because of a service-connected disability.
	Special Disabled Veteran (spec_vet)	x	x	x	x		x	x	A disabled veteran rated at 30% or more by the DVA or at 10 or 20 percent for a serious employment disability.
	Campaign-Related Veteran (cmpn_vet)	x	x	x	x		x	x	A veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized
	Dates of Service (vet_beg), (vet_end)	x	x	x	x		x	x	Record the start and end date of active U.S. military service.
23.	Highest Grade Completed (highgrad)		x		x	x	x	x	01 – 11 Number of elementary or secondary grade completed. 12 High school graduate (those completing 12th grade but did not receive a diploma are to be coded "11", participants with a disability who successfully completed an Individual Education Program (IEP) for youth with disabilities are to be coded as "12"). 13 – 15 The number of school years completed. 16 Bachelor's degree or equivalent. 17 Fifth year of college, Master's degree or equivalent. 18 Sixth year of college, Master's degree, Ph.D. or equivalent. 25 GED

	Item	Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
24.	School Dropout (hs_drop)					x	x	x	1) Yes, is no longer attending school and has not received a secondary school diploma or its equivalent. 2) No
25.	Family Status (fam_stat)		x		x	x	x	x	1) Single Parent - A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18. 2) Parent in Two Parent Family 3) Other Family Member 4) Not a Family Member
26.	Number of Dependents (dep_und6), (dep_6_17), (dep_ov17)							x	Record the number of dependents the applicant claims in the appropriate age category.
27.	Head of Household (head_hou)							x	1) Married head of household 2) Single head of household 3) No
28.	Pregnant or Parenting Youth (preg_par)					x	x	x	1) Yes, an individual under 22 and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18. 2) No
29.	Substance Abuse (sub_abus)								1) Yes 2) No
30.	Limited English Language (lel)	x	x	x	x	x	x	x	1) Yes - individual has limited ability in speaking, reading, writing, or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language. 2) No
31.	Displaced Homemaker (displ_hm)			x	x			x	1) Yes - individual has been providing unpaid services to family members in the home and who - (a) has been dependent on the income of another family member but is no longer supported by that income; and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. 2) No

	Item	Required Items by Group						Codes and Definitions	
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
32.	Offender (offender)					x	x	x	1) Yes - individual (a) who is or has been subject to any stage of the criminal justice process, for whom services may be beneficial; or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. 3) No
34.	Poor Work History (lkwhist)								1) Yes 2) No
35.	Long Term Welfare Dependency (lt_tanf)							x	Record if individual has received assistance under the TANF program for at least 30 months OR within 12 months will become ineligible under the state TANF program. 1) Yes, and TANF eligibility is not exhausted 2) No 3) Yes, and TANF eligibility is exhausted
36.	Homeless/Runaway Youth (homeless)					x	x	x	1) Yes, a youth who is homeless, and is a runaway youth. 2) Yes, an adult or youth who is homeless but not a runaway youth. 3) No, a youth who is not homeless but is a runaway youth. 4) No, an adult or youth who is not homeless and is not a runaway youth.
37.	Welfare to Work Participant (wtw_part)								1) Yes 2) No
38.	Foster Child (fosterch)							x	1) Yes, a foster child on whose behalf state or local government payments are made. 2) No 3) No, but previously a foster child.
39.	Currently Enrolled and Attending School (enrollat)								1) Yes, is currently enrolled in and attending school, but is not expected to participate in a schoolwide project. 2) Yes, is currently enrolled in and attending school and is expected to participate in a schoolwide project. 3) No, is not currently enrolled in and attending school.
40.	Currently Enrolled and Attending School Full-Time (attendfu)								1) Yes, is currently enrolled in and attending school full-time but is not in an alternative school; 2) Yes, is currently enrolled in and attending school full-time in an alternative school; 3) No, is not currently enrolled in and attending school full-time.

	Item	Required Items by Group						Codes and Definitions
		Adults		DWs		Youth		WtW
		C	Int Tr	C	Int Tr	14-18	19-21	
41.	Reading Level (readgrad)					x	x	Record the grade level (to the nearest tenth) equivalent in English reading at which the individual is functioning at program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of reading level in English (determined within the last 12 months). Additional coding information (record under grade level information). 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 99) Has four-year college degree or above. Note: If reading and math testing is recorded, All youth with reading or math levels below 9.0 will be considered basic skills deficient.
42.	Math Level (mathgrad)					x	x	Record the grade level (to the nearest tenth) equivalent in math at which the individual is functioning at program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of math level (determined within the last 12 months). Additional coding information (record under grade level information) 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 99) Has four-year college degree or above.
	Basic Literacy Skills Deficient (bskills)					x	x	The individual meets the State or local level definition of basic literacy skills deficient. This definition may establish such criteria as are needed to address State or local concerns, and must include a determination that an individual: Computes or solves problems, reads, writes, or speaks English at or below the 8 th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or society. 1) Yes 2) No

	Item	Required Items by Group								Codes and Definitions
		Adults		DWs		Youth		WtW		
		C	Int Tr	C	Int Tr	14-18	19-21			
43.	Receiving Public Assistance (tanf)		x		x	x	x	x	Check all that apply: 1) TANF 2) Refugee Assistance 3) General Assistance (Trustee Assistance) 4) Supplemental Security Income 5) Food Stamps	
44.	Eligible for Free School Lunch (free_lun)								1) Yes 2) No	
45.	TANF Case Number (tanf_no)							x	Record the TANF case number if applicable.	
46.	Total Includable Income								Family income (fam_inco), individual income (ind_inco)	
47.	Maximum Family Size								(famsize6)	
48.	County Category (metronon)								1) Metro 2) Non-Metro	
49.	Meets OMB Poverty Level or 70% LLSIL Criterion (omb)								1) Yes 2) No	

	Item	Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
50.	Employment Status at Registration (labor_fo)	x	x	x	x		x	x	1) Not Employed - An individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment. 2) Employed - An individual who is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.
51.	Unemployment Compensation Status (uc_statu)		x		x	x	x	x	1) Option not available 2) UC Exhaustee - Individual has exhausted their UC benefits 3) Neither claimant or exhaustee 4) Eligible Claimant Not Referred by WPRS - Individual is an eligible UC claimant but was not referred by Worker Profiling and Reemployment Services (WPRS) 5) Eligible Claimant Referred by WPRS - Individual is an eligible UC claimant referred by the Worker Profiling and Reemployment Services (WPRS) system
53.	Date of Last Employment (l_emp_da)							x	If not employed, record the date last employed
54.	Weeks Not Employed (unemp_wk)							x	Record the number of weeks not employed within the last 26 weeks
55.	Pre-Program Wage (prep_wag)							x	Record the most representative hourly wage for the current job or the last job held
56.	Hours Worked Per Week (prep_hrs)							x	Record the most representative hours for the current job or the last job held
63.	Work History								Record the following information for the job of dislocation.
	Employer Name								(d_emp_na)
	SIC Code (sic_code)								Record the SIC of the job of dislocation (at least 3 digit level)
	Employer Address								Record the address of the employer of the job of dislocation
	City								

	Item	Required Items by Group								Codes and Definitions
		Adults		DWs		Youth		WtW		
		C	Int Tr	C	Int Tr	14-18	19-21			
	State									
	ZIP Code									
	County Number								Record the county of the employer of the job of dislocation	
	Telephone Number								Record the telephone number of the employer of the job of dislocation	
	Job Title								Record the job title of the job of dislocation	
	DOT Code (dotprev)								Record the DOT Code that corresponds to the job of dislocation	
	Hourly Wage (d_emp_wa)								Record the representative hourly wage of the job of dislocation	
	Hours Worked (d_emp_hr)								Record the representative hours worked on the job of dislocation	
	Date of Actual Qualifying Dislocation (d_empl_t)			x	x				Record the last day of employment at the dislocation job. Leave blank if there is not dislocation job (e.g. displaced homemakers). If the qualifying dislocation occurs after the date of WIA registration, record the date when it is available. <i>NOTE: When determining preprogram quarters for performance measurement, the registration date will be used instead of the dislocation date when the dislocation date is missing or occurs after the registration date.</i>	
	Union Membership (unionmem)								Record whether the applicant is currently a union member 1) Yes 2) No	
	Union Call-Back Rights (callback)								Record whether the applicant has union callback rights. 1) Yes 2) No	
66.	Greatest Financial Need								1) Yes 2) No	
67.	Low Income (econ_dis)		x			x	x		A registrant in one or more of the following categories (WIA section 101(25)): (A) receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program; (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and	

	Item	Required Items by Group						Codes and Definitions	
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
									survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size does not Exceed the higher of: (I) the poverty line, for an equivalent period; or (II) 70 percent of the lower living standard income level, for an equivalent period; (C) is a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps under the Food Stamp Act of 1977(7 U.S.C. 2011 et seq.); (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or (E) is a foster child on behalf of whom State or local government payments are made. <i>May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income adult?</i> Yes. Even if the family of an individual with a disability does not meet the Income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income: (1) Meets the income criteria established in WIA section 101(25)(A) or (B); but is a member of a family whose income does not meet those requirements. [WIA sec. 101(25)(F).] 1) Yes, registrant meets the WIA low income definition 2) No
68.	5% Provision (yth5pct)					x	x		1) Yes 2) No

	Item	Required Items by Group							Codes and Definitions
		Adults		DWs		Youth		WtW	
		C	Int Tr	C	Int Tr	14-18	19-21		
70.	Welfare to Work Eligibility (w_elig)							x	0) Not Applicable 1) Primary Eligibility (Formerly 70% Hard to employ) criteria category #1 - Long term TANF recipients who have received assistance for at least 30 months (whether consecutive or not, whether cash or non-cash assistance) or are within 12 months of reaching the TANF time limits. 2) Primary Eligibility (Formerly 70% Hard to employ) criteria category #2 – Noncustodial parents who: <ul style="list-style-type: none">Are unemployed, underemployed, or having difficulty paying child support, andHave entered into a personal responsibility contract, andhave minor children whose custodial parent is a long-term TANF recipient as defined in point 1 above or who are themselves eligible for or receiving TANF, food stamps, Supplemental Security Income, Medicaid, or Children's Health Insurance Program, or who received TANF during the preceding year.
									3) Primary Eligibility (Formerly 70% Hard to employ) criteria category #3 – TANF exhaustees - former TANF recipients who have exhausted benefits due to time limits. 4) 30% Welfare dependence criteria category #1 - Custodial parents with incomes below the poverty line 5) 30% Welfare dependence criteria category #2 - Youth (18 through 24) who have "aged out" of foster care. 6) 30% Welfare dependence criteria category #3 - TANF recipients with barriers to self-sufficiency officially recognized by the WIB.
72.	Months TANF Eligibility Remaining (w_months)							x	Record the number of months of TANF eligibility remaining. If individual is exempt from durational time limits, record "99". If durational time limits have been exceeded, record "0".
73.	Non-Custodial Parent (w_parent)							x	1) Yes 2) No
74.	Receives Subsidized Housing (w_house)							x	1) Yes 2) No
75.	Student Status at Time of Registration					x	x		1) Full-time student - attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or

	Item	Required Items by Group								Codes and Definitions
		Adults		DWs		Youth		WtW		
		C	Int Tr	C	Int Tr	14-18	19-21			
	(sdntstat)								alternative school or program) on a full-time basis. 2) Part-time student- attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program) on a part-time basis. 3) Not a student	
76.	Youth Who Requires Additional Assistance (adtl_ast)					x	x		1) Yes, registrant requires additional assistance to complete an educational program, or to secure and hold employment as defined by state or local policy. 2) No	
	Follow-up Contact Information	x	x	x	x	x	x	x	Record the name and phone number of follow-up contacts	
	Registrant Signature/Date Signed	x	x	x	x	x	x	x	Obtain the signature of the applicant in ink, attesting that the information is true to the best of the applicant's knowledge and there is no intent to commit fraud. The signature also acknowledges that the information on the application is subject to verification and the participant will be exited if found ineligible. Record the date the registrant signs the application.	
	Other Signature	x	x	x	x	x	x	x	(If Required/Date Signed) - (a) Obtain the signature of a parent or legal guardian if the applicant is under 18 (unless married or head of a household); or, (b) if the applicant is using the income of a parent, legal guardian, or other family member who provided 51 or more percent of the applicant's support during the eligibility determination period, that person must sign the application. Date the receipt of the other signature.	
	Relationship to Registrant	x	x	x	x	x	x	x	When "other signature" is required, identify his/her relationship to applicant.	
	Contacts	x	x	x	x	x	x	x	Record names and phone numbers of applicant's nearest friends, relatives or neighbors not living with the applicant, who will know how to reach the applicant.	
	Interviewer's Signature/Date	x	x	x	x	x	x	x	The interviewer shall countersign and date the application	
	Data Entry Operator/Date	x	x	x	x	x	x	x	The data entry operator shall sign and date to denote the input of the data into the automated system.	

Activity Record Data Requirements

x = required data item

blank = optional data item

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Program Code	Record the program code for the funding stream. <ul style="list-style-type: none"> • 1A WIA Adult • 1D WIA Dislocated Worker • 1Y WIA Youth • 1R WIA Dislocated Worker Project • NE WIA National Emergency Project • SG Non-WIA Skill Gainer (partner funding) • WW Welfare to Work • WC WtW Non-Custodial Project 	X	X	X	X
Social Security Number	Enter the participants nine digit Social Security Number.	X	X	X	X
Registration Date	Record the date the participant registered into the specific program.	X	X	X	X
Name (Last, First, Middle Initial)	Record the participant name.	X	X	X	X
WSA/PMIS ID	Enter the WSA number. For projects the PMIS identification will be assigned.	X	X	X	X
Site	Enter the two-digit number. For non-custodial parent projects, the site code will be assigned to differentiate individual projects.				X
Activity Entry Date (ent_acti)	Record the date the participant entered the activity.	X	X	X	X
Activity Exit Date (exit_act)	Record the date the participant exited the activity.	X	X	X	X
Status (activ_st)	Enter whether the participant is entering, exiting or entering/exiting the activity.	X	X	X	X
Successfully Completed Activity Objective (complt_a)	When the participant exits or enters/exits an activity, enter whether or not the objective of the activity was successfully completed. (this field remains blank until the activity is exited) 1. Yes, successfully completed objectives of the activity or goal. 2. No	X	X	X	X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Activity Code (activ_co)	Local level code (optional).				
DOT or ONET Code (dotcode) or (onetjob)	Enter the DOT or ONET code that corresponds to the type of training the participant is to receive or has received (for those clients receiving training for a specific occupation).	X	X	X	X
Projected End Date (proj_end)	Enter projected end date for program activity being entered.				X
Type of Activity (activ_ty)	Enter description of the type of activity.				
Direct Participant Cost (direct_co)	Enter a checkmark to denote whether the costs associated with this activity are direct participant costs.				X
Line Code (line_cod)	Enter the code that corresponds to the type of activity, goal, or other tracking.	X	X	X	X
Actual Hours Participated (act_hour)	Record at the time of exiting an activity the total actual hours that the participant engaged in an activity. If activities from different categories are integrated into a single program, distribute actual hours among the categories in a way that reflects the relative composition of the integrated program. Record the hours in whole hour increments (no fractions of hours).				X
Amount Obligated (amount2)	Enter obligated amount for any direct participant costs associated with appropriate line code per program year. Amount obligated should be reconciled to fiscal records. For WIA this field is only required for Individual training accounts.	X	X		X
Amount Expended (amount1)	Enter expended amount for any direct participant costs associated with appropriate line code per program year. Amount expended may not be greater than amount obligated. Amount expended should be reconciled to fiscal records. For WIA this field is only required for Individual training accounts.	X	X		X
Eligible Training Program or Youth Provider (train_id)	If training is provided through an individual training account, enter the eligible training program ID assigned by the state. Note: Must be null if client is not being served by an individual training account (the optional code '99999' can be used and will have the same meaning as null). For youth enter the number of the eligible youth provider.	X	X	X	

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Vendor (vendor_w)	Record the name of the vendor of the activity. In the case of OJT or employment tracking, record the name of the employer.				X
Type of Employment (emptypew)	Record the type of employment if the activity is employment. 1) Subsidized Public 2) Subsidized Private 3) Unsubsidized				X
Health Benefits (benefit_w)	Record whether the employment provides the individual with health insurance benefits. 1) None Offered 2) Yes				X
Employment Hours per Week (hours_ww)	Record the number of hours per week that will be worked if the activity is employment.				X
Hourly Wage (wage_ww)	Record the hourly wage of employment if the activity is employment.				X
Hourly Subsidy (subs_ww)	Record the amount of subsidy per hour if employment is the activity and there is a wage subsidy (includes OJT and subsidized wages).				X
Credential Attainment (attain_g) (hsdiplom) (aa_as) (ba_bs) (cta) (occlincs) (occ_cred) (jrneyman) (credenti)	Record receipt of credential <ul style="list-style-type: none"> • Attained High School Equivalency Diploma or GED • Attained High School Diploma (Include successful completion of Individual Education Program for youth with disabilities) • Attained AA or AS Diploma • Attained BA or BS • Attained Certificate of Technical Achievement (CTA) • Occupational Skills License • Occupational Skills Certification/Credential • Attained Journeyman Status • Attained Other Credential (as described in approved local plan) 	X	X	X	X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Other Activity Outcomes (advtrain)	Placed in Advanced Training – Advanced training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner system. [Include entry into postsecondary educational programs that lead to an academic degree (e.g., AA, AS, BA, BS) in advanced training in the postsecondary education category.			X	
(postsecn)	Entered Post-Secondary – Postsecondary education is a program at an accredited degree granting institution that leads to an academic degree (e.g. AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education.				
(military)	Youth Placed in Military Service – The youth entered military service (i.e., reported for active duty).				
(aprentic)	Youth Placed in Apprenticeship – The youth entered a qualified apprenticeship program, i.e., a program approved by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.				
Reading Level (read_act)	Record the grade level (to the nearest tenth) equivalent in English reading at which the individual is functioning at program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of reading level in English (determined within the last 12 months). Additional coding information (record under grade level information). 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 99) Has four-year college degree or above.			X	

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Math Level (math_act)	Record the grade level (to the nearest tenth) equivalent in math at which the individual is functioning at program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of math level (determined within the last 12 months). Additional coding information (record under grade level information) 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 99) Has four-year college degree or above.			X	
Comments	Record comments which clarify any potentially confusing or unusual information contained on the program activity form (PMIS 2).	X	X	X	X
Office Name (off_name)	Record the name of the office where the last service was provided.	X	X	X	X
Case Manager (case_mgr)	Record the name of the case manager managing the client's case.	X	X	X	X
Data Entry Operator/Date	The data entry operator should sign and date to denote the input of data into the automated system.	X	X	X	X
Signature of Staff Completing Form/Date	Enter the name of the individual who completed the form and the date of completion.	X	X	X	X

Line Codes

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
C1	Training Eligibility Determination	Determine eligibility for training.				
C2	Core Service	Core service beyond informational or self-service. (Informational or self-service core services that do not require registration are those core services made available and accessible to the general public, that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual).	X	X		
C4	Follow-up	Follow-up services for youth may include: leadership development and supportive service activities, regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training. Only one activity record is required if follow-up will be an ongoing activity. The activity should be entered on the first date a follow-up service is provided and exited on the date the individual receives their final follow-up services or multiple records may be entered to record each follow-up.			X	

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
N1	Intensive Service	Intensive services may include - Comprehensive and specialized assessments of skill levels and service needs including: - diagnostic testing and use of other assessment tools; and - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals; - development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals; - group counseling; - individual counseling and career planning; - case management for participants seeking training services; - short-term prevocational services, including development of learning skills, communication skills, and professional conduct, to prepare individuals for unsubsidized employment or training; - out-of-area job search expenses; - relocation expenses; - internships; - work experience; - standalone ABE/GED; and - other allowable intensive services.	X	X		
P1	Adult Education	Partner participation - Adult Education or Literacy Program.	x	x	x	x
P2	Wagner-Peyser	Partner participation – Wagner-Peyser				
P3	Voc Rehab	Partner Participation - Vocational Rehabilitation Services	x	x	x	x
P4	Job Corp	Partner Participation - Job Corp	x	x	x	x
P5	TAA	Partner Participation - TAA	x	x	x	x
P6	NAFTAA-TAA	Partner Participation - NAFTA-TAA	x	x	x	x
P7	Veterans	Partner Participation - Veteran Programs funded by DOL	x	x	x	x
P8	Welfare to Work	Partner Participation - Welfare to Work	x	x	x	x
P9	Other Non-WIA	Partner Participation - Other non-WIA programs	x	x	x	x
PG	Pell Grant	Pell Grant – The individual is or has been notified s/he will be receiving a Pell Grant.	x	x	x	x
PM	Migrant	Partner Participation - Migrant and Seasonal Farmworker	x	x	x	x

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
PN	Native American	Partner Participation - Native American Program	X	X	X	X
PR	Rapid Response	Individual participated in State or local Rapid Response Activity		X		
PV	Title V	Concurrent Participation - Older Americans Act (Title V)	X	X	X	X
PE	Vocational Education	Concurrent Participation - Carl Perkins Vocational Education	X	X	X	X
PH	HUD	Concurrent Participation - HUD Employment and Training Program	X	X	X	X
PC	Community Services	Concurrent Participation - Community Services Block Grant	X	X	X	X
T6	Adult Education and Literacy	WIA adult education, basic skills and/or literacy activities (Note: this service must be offered in combination with other allowable training services - not including customized training). If offered standalone, record as an intensive service.	X	X		
Y1	Youth Employment Services	Preparation for and success in employment services include, but are not limited to: paid and unpaid work experiences, including internships and job shadowing; and occupational skill training.			X	
Y2	Youth Educational Achievement Services	Improving educational achievement services include, but are not limited to: tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies; and alternative secondary school service.			X	
Y3	Youth Summer Employment Opportunities	Receiving WIA summer employment opportunities.			X	
Y4	Additional Support for Youth Services	Support for youth services include, but are not limited to: providing mentoring (of at least twelve months duration that may occur both during and after program participation); comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success.			X	
Y5	Youth Leadership Development Opportunities	Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as: exposure to postsecondary educational opportunities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership training; training in decision-making, including determining			X	

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		priorities; and citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.				
01	Work Experience	A short-term or part-time paid work activity which provides an individual with the opportunity to acquire the appropriate work habits and behaviors, basic work skills, and knowledge necessary to perform and retain a job, without the expectation of continued work with that employer; paid service at a public, private, or not-for-profit site.				X
03	Supportive Services	For Adults and Dislocated Workers: WIA funded services such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under WIA title I. For Youth: WIA funded supportive services include linkages to community services; assistance with transportation; assistance with child care; assistance with housing; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.	X	X	X	
10	Needs Related Payments or Youth Stipends	For Adults and Dislocated Workers: Needs-related payments use funds allocated to a local area for adults under paragraph (2)(A) or (3) as appropriate of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B) may be used to provide needs-related payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services under subsection 134(d)(4). For youth: Stipends for such activities as GED completion, provided the provision of the stipend is included in the participant's individual assessment and service strategy (Provision of stipends must also have been approved in the local plan).	X	X	X	

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
14	Internship / Cooperative Experience	Participation in an internship or cooperative experience. (Considered an employment service for WIA youth)	X	X	X	X
15	On-the-Job Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the individual employment plan. (DOT or ONET code required)	X	X		X
20	Occupational Skills Training (non-OJT)	Occupational skills training or skills upgrading/retraining, and/or workplace training. Include the receipt of the following types of services in this category: <ul style="list-style-type: none"> - occupational skills training, including training for nontraditional employment; - programs that combine workplace training with related instruction, which may include cooperative education programs; - training programs operated by the private sector; - skill upgrading and retraining; - entrepreneurial training; - job readiness training; - customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. (DOT or ONET Required) 	X	X		X
30	Basic Skill Training	Instruction normally conducted in an institutional classroom or one-on-one tutorial setting and designed to upgrade basic skills and prepare the individual for further training, post-secondary education transition, future				X

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		employment, or retention in present employment. Includes but is not limited to reading, writing, mathematics, literacy training, speaking, listening, problem solving, reasoning, study skills, English for non-English speakers, bilingual training, and GED preparation. If this activity is recorded for a WIA client, DWD will consider it an intensive service for reporting purposes.				
64	Case Management	Provision of ongoing one-on-one personal assistance and regular follow-up using a case management approach to services. This includes counseling, referral to supportive services, vocational guidance, job development services etc. WtW Definition: All activities not listed elsewhere necessary or appropriate for moving a WtW client from welfare to self-sufficiency, includes intake, assessment, eligibility determination, counseling, and development of a Family Income Growth plan.				x
65	Transfer	Transfer from 30% to 70% WtW category.				x
66	Post Employment Service – Voucher	Activities provided through a voucher after the client has been placed in allowable employment or job (subsidized or unsubsidized); may include (but are not limited to) basic education, ESL, occupational skills, vocational education, mentoring.				x
67	Post Employment Service - Contract	Activities provided through a contract after the client has been placed in allowable employment or job (subsidized or unsubsidized); may include (but are not limited to) basic education, ESL, occupational skills, vocational education, mentoring.				
68	Job Retention	Any post-hire service focused on 'soft skills' rather than occupationally-specific ones, not educational in nature, and not otherwise available through TANF or IMPACT funds; may include job stress coping skills, work regimen acclimation, and job enhancement services.				x
70	Job Readiness-Voucher	Activities provided through a voucher which may be provided before, during, and/or after employment to assist a client in maintaining employment; assistance in developing skills which are not job specific but are necessary to being employed, like punctuality; may include training in family life skills, job coping skills, and responsible parenting skills.				x
71	Job Readiness Contract	Activities provided through a contract which may be provided before, during, and/or after employment to assist a client in maintaining employment; assistance in developing skills which are not job specific but are necessary				x

Line Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		to being employed, like punctuality; may include training in family life skills, job coping skills, and responsible parenting skills.				
72	Job Search – Voucher	Job search by voucher.				X
73	Job Search – Contract	Job search by contract.				X
74	Community Service	Unpaid service for the community at a public or private not-for-profit site.				X
75	Public Job Creation	Temporarily-subsidized employment in a new permanent public sector position which would not otherwise be available.				X
76	Private Job Creation	Temporarily-subsidized employment in a new permanent private sector position which would not otherwise be available.				X
77	Job Placement-Contract	Placement in unsubsidized full-time employment by contract				X
78	Job Placement-Voucher	Placement in unsubsidized full-time employment by voucher.				X
79	Other Employment Tracking Code	All jobs and changes in job condition during participation in WtW must be tracked. The PMIS 2 fields entry date, exit date, hours per week, hourly wage, hourly subsidy, type of employment, and health benefits will be used to track employment. When the dates coincide with an activity, this information can be provided with the activity information. This line code (79) should be used when it is not possible or convenient to track the employment with an activity. The vendor field should be used for employer name.				X
85	Individual Development Account	Two inter-related parts: (1) a restricted-use savings account with a chartered financial institution; and (2) a claim on Welfare-to-Work funds proportional to the balance of earned income (and interest) deposited in the client's above mentioned savings account, subject to a locally determined match ratio.				X
86	WtW Supportive Service	WtW Supportive Service				X
98	Hold Status	Optional code to be used for local level purposes to track hold status.				

SUPPLEMENTAL WAGE DATA						
			Adults	DW's	Youth	WtW
S1	Employed Quarter after Exit	Create an activity record using line code "S1" if the WSA has documentation of employment in the quarter following the exit quarter. The WSA will receive lists of clients without wage records from DWD. If employment is documented, the "S1" activity record can not be entered later than 30 days after receipt of the list from DWD.				
S3	Employed Third Quarter after Exit	Create an activity record using line code "S3" if the WSA has documentation of employment in the third quarter following the exit quarter. The WSA will receive lists of clients without wage records from DWD. If employment is documented, the "S3" activity record can not be entered later than 30 days after receipt of the list from DWD.				
U1	Not Employed Quarter after Exit	Not employed quarter after exit.				
U3	Not Employed Third Quarter after Exit	Not employed third quarter after exit.				
POST EXIT OUTCOMES						
E1	Quarter After Exit Quarter	Record outcomes such as credentials, or conditions such as youth in post secondary education or advanced training. E1 designates that this is correct in the quarter following the exit quarter.	x	x	x	
E2	2 nd Quarter After Exit Quarter	Record outcomes such as credentials, or conditions such as youth in post secondary education or advanced training. E2 designates that this is correct in the second quarter following the exit quarter.	x	x	x	
E3	3 rd Quarter After Exit Quarter	Record outcomes such as credentials, or conditions such as youth in post secondary education or advanced training. E3 designates that this is correct in the third quarter following the exit quarter.	x	x	x	

YOUNGER YOUTH GOALS

Younger youth must be entered into a goal within 30 days of program registration and generally must be continuously in a goal throughout their participation. The enter date of the youth's first goal must be the same date as the registration date. A younger youth must be in at least one goal throughout the service plan until all goals have been completed. It is recognized that a short period of time may occur between the time a goal is completed and a new one is set (such as 30 days). The goal start date should be recorded as the same date the previous goal was completed. If all appropriate goals have been completed and the service plan for the youth specifically describes services needed by the youth that are not related to a goal category, line code G9 must be entered to indicate all appropriate goals have been concluded for this client but services continue. If a G9 line code is used it must be entered within 10 days of the completion of the final goal (and the activity start date must be the same as the end date of the last goal). Goals not exited within 365 days of the goal start date are assumed goals that are not successfully completed and are considered exited goals.

			Adults	DW's	Youth	WtW
G1	Basic Skills Goal	Basic education skills goal includes reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills in the workplace.			X	
G2	Occupational Skills Goal	Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.			X	
G3	Work Readiness Skills Goal	Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.			X	
G9	All Goals Completed	Younger youth has completed all appropriate goals and has been assessed to no longer be in need of basic skills, work readiness skills, and/or occupational skills goals, but continues to receive service unrelated to goal			X	

		categories. This code should be done as an enter/exit using the same date as the exit date of the younger youth's last goal.				
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Line Codes for Recording Interval Reading and Math Grade Levels for Youth			Adult s	DW' s	Youth h	Wt W
Z1	1 st Interval Level	Use activity record for an enter/exit activity to record the reading and math levels at approximately the 9-month interval. The enter/exit date should be the date the testing was done.			x	
Z2	2 nd Interval Level	Use activity record for an enter/exit activity to record the reading and math levels at approximately the 18-month interval. The enter/exit date should be the date the testing was done.			x	
Z3	3 rd Interval Level	Use activity record for an enter/exit activity to record the reading and math levels at approximately the 27-month interval. The enter/exit date should be the date the testing was done.			x	
Z4	4 th Interval Level	Use activity record for an enter/exit activity to record the reading and math levels at approximately the 36-month interval. The enter/exit date should be the date the testing was done.			x	
Z9	Interval at Exit	Use activity record for an enter/exit activity to record the reading and math levels at approximately the point of program exit. The enter/exit date should be the date the testing was done.			x	

Exit Record Data Requirements

x = required data item

blank = optional data item

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Program Code	Record the program code for the funding stream. <ul style="list-style-type: none"> • 1A WIA Adult • 1D WIA Dislocated Worker • 1Y WIA Youth • 1R WIA Dislocated Worker Project (Rapid Response) • NE WIA National Emergency Project • SG Non-WIA Skill Gainer (partner funding) • WW Welfare to Work • WC WtW Non-Custodial Project 	X	X	X	X
Social Security Number	Enter the participants nine digit Social Security Number.	X	X	X	X
Registration Date	Record the date the participant registered into the specific program.	X	X	X	X
Exit Date (term_dat)	Record the last date of service.	X	X	X	X
Name (Last, First, Middle Initial)	Record the participant name.	X	X	X	X
WSA/PMIS ID (WSA_NO)(PMIS_ID)	Enter the WSA number. For projects the PMIS identification will be assigned.	X	X	X	X
Site	Enter the two-digit number. For non-custodial parent projects, the site code will be assigned to differentiate individual projects.				X
Exit Code (term_cod)	Record the exit code that identifies the reason the participant is leaving the program or the participant's status when leaving the program.	X	X	X	X
Employer Name (plcmt_na)	Record the full name of the employer.	X	X	X	X
Employer Address	Record the street address of the employer.				
Employer City (plcmcity)	Record the city of the employer.	X	X	X	X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Employer State (plcmtsta)	Record the state of the employer.	X	X	X	X
Employer ZIP (plcmtzip)	Record the ZIP of the employer.	X	X	X	X
Employer County (plcmtco)	Record the county code of the employer.	X	X	X	X
Employer Telephone (plc_phone)	Record the telephone number of the employer.	X	X	X	X
Job Title (plcmt_jt)	Record the job title.	X	X	X	X
DOT or ONET Code (plcmtdot) or (onet_plc)	Record the DOT or ONET code that corresponds to the type of job the participant is placed in.	X	X	X	X
Hourly Wage (plc_wage)	Record the hourly wage of this job at the time of exit. (Hourly wage includes any bonuses, tips, gratuities and commissions earned). <i>Note: When it has been determined that the participant is employed, but no hourly wage can be obtained, the Federal minimum wage may be recorded.</i>	X	X	X	X
Hours Worked Per Week (plcmt_hr)	Record the number of hours per week that are/will be worked.	X	X	X	X
Date of Employment (plcmtdat)	Record the date the participant began/begins employment.	X	X	X	X
Training Related (trainrel)	Record whether the unsubsidized employment position entered into by the participant is related to the training received by the participant. This determination is based on explicit employer requirements. 1) Yes 2) No	X	X	X	X

Item	Definition	Required Items by Group			
		Adults	DW's	Youth	WtW
Fringe Benefits (fringben)	Record whether the employment provides the individual with fringe benefits consisting of, at a minimum, health insurance benefits and coverage under Social Security or an equivalent pension plan. Note: In cases where a probation period is required by the employer for a newly hired individual, during which time fringe benefits are not provided, if such employment normally provides fringe benefits after the period of probation, record 1 for yes in this item. Also record 1 for yes if benefits were offered, but were refused by the individual. 1) Yes 2) No	X	X	X	X
Job Covered by U.C. (ucc_covr)	Record whether the job is covered by the Unemployment Insurance system. 1) Yes 2) No 3) Self-employed and covered by U.C. 4) Self-employed and not covered by U.C.	X	X	X	X
Received Average Weekly Needs Related Payments (rec_need)	(Use only for Clean Air Projects) Record the participants average weekly needs related payments received.				
Comments	Record comments which clarify potentially confusing or unusual information.	X	X	X	X
Data Entry Operator/ Date	The person entering the data shall sign and date to denote the input of the data into the automated system.	X	X	X	X
Signature of Staff Completing Form/Date	Enter the name of the individual who completed this form and the date of completion.	X	X	X	X

Exit Codes

Exit Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
01	Entered Unsubsidized Employment	The exiter entered full or part-time unsubsidized employment, i.e. not financed by funds provided under the Act.	X	X	X	X
02	Registered Apprenticeship Program	The exiter entered a registered apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training.	X	X	X	
03	Armed Forces or National Service	The exiter entered the Armed Services, Peace Corps, VISTA and other National Service programs (such as Americorps and the National Civilian Community Corps programs.	X	X	X	
15	Still in Secondary School	Still in secondary school at exit.			X	
30	Increased Wages	The participant achieved an increase in wages.				X
31	Obtain Subsidized Employment	The exiter entered subsidized employment.				X
36	Engaged in Another Work Activity	The participant engaged in another work activity (as defined by Section 407(d) of the TANF program.				X
37	Engaged in Other Training	The participant engaged in other training.				X
38	Refused to Continue	The participant refused to continue participation in the program.				X
42	Institutionalized	The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital.	X	X	X	
43	Health/Medical	The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program.	X	X	X	
44	Family Care Responsibilities	The participant is responsible for the care of one or more family members which precludes entry into unsubsidized employment or continued participation in the program.	X	X	X	
45	Lacks Transportation	The participant is without his/her own means of transportation, is unable to arrange for private transportation, or has no public transportation between home and the location of employment/training and/or other supportive services.	X	X	X	
46	Cannot Locate	The participant cannot be located after utilizing the address/phone	X	X	X	X

Exit Code	Item	Definition	Required Items by Group			
			Adults	DW's	Youth	WtW
		number and alternative contact information provided by the participant.				
47	Voluntary, other	The participant voluntarily left the program for reasons other than those described by other program exit codes.	x	x	x	x
48	Involuntary, other	The participant was separated from the program for administrative reasons other than those described by other program exit codes. Include participants transferred to a program operated by another WSA.	x	x	x	x
50	Successfully Completed Program Objectives	Successfully completed program objectives, not reflected in other exit codes. (This exit code is optional for youth programs and does not impact the calculation of WIA performance standards)				
52	Transfer to Other Program	To be used when a project ends and services will continue (or have been provided concurrently) with another funding source. Can be used for WtW or other programs when specifically approved.				x
54	Called Back	Called back/remained with layoff employer.				
64	Death	Participant deceased	x	x	x	x
65	Reservist or National Guard	Reservist or National Guard called to active duty (will be excluded from performance standards).	x	x	x	

Workforce Service Area (WSA) Numbering System

01	Lake County
02	Kankakee Valley
03	Northern Indiana Partnership
05	Northeast Indiana
06	Tecumseh Area Partnership
07	North Central
08	Madison-Grant
09	East Central
10	Western Indiana
11	Circle Seven
12	Marion County
13	Southeastern
14	Shawnee Trace
15	South Central
16	Southwest
17	Southern Seven

Resident County and WSA Listing

COUNTY	CNTY	WSA		COUNTY	CNTY	WSA		COUNTY	CNTY	WSA
ADAMS	01	05		HENDRICKS	32	11		PIKE	63	14
ALLEN	02	05		HENRY	33	09		PORTER	64	02
BARTHOLOMEW	03	15		HOWARD	34	07		POSEY	65	16
BENTON	04	06		HUNTINGTON	35	05		PULASKI	66	02
BLACKFORD	05	09		JACKSON	36	15		PUTNAM	67	10
BOONE	06	11		JASPER	37	02		RANDOLPH	68	09
BROWN	07	15		JAY	38	09		RIPLEY	69	13
CARROLL	08	06		JEFFERSON	39	13		RUSH	70	13
CASS	09	07		JENNING	40	15		ST. JOSEPH	71	03
CLARK	10	17		JOHNSON	41	11		SCOTT	72	17
CLAY	11	10		KNOX	42	14		SHELBY	73	11
CLINTON	12	06		KOSCIUSKO	43	03		SPENCER	74	16
CRAWFORD	13	17		LAGRANGE	44	05		STARKE	75	02
DAVIESS	14	14		LAKE	45	01		STEUBEN	76	05
DEARBORN	15	13		LAPORTE	46	02		SULLIVAN	77	14
DECATUR	16	13		LAWRENCE	47	14		SWITZERLAND	78	13
DEKALB	17	05		MADISON	48	08		TIPPECANOE	79	06
DELAWARE	18	09		MARION	49	12		TIPTON	80	07
DUBOIS	19	14		MARSHALL	50	03		UNION	81	13
ELKHART	20	03		MARTIN	51	14		VANDEBURGH	82	16
FAYETTE	21	13		MIAMI	52	07		VERMILLION	83	10
FLOYD	22	17		MONROE	53	15		VIGO	84	10
FOUNTAIN	23	06		MONTGOMERY	54	06		WABASH	85	07
FRANKLIN	24	13		MORGAN	55	11		WARREN	86	06
FULTON	25	07		NEWTON	56	02		WARRICK	87	16
GIBSON	26	14		NOBLE	57	05		WASHINGTON	88	17
GRANT	27	08		OHIO	58	13		WAYNE	89	13
GREENE	28	14		ORANGE	59	17		WELLS	90	05
HAMILTON	29	11		OWEN	60	15		WHITE	91	06
HANCOCK	30	11		PARKE	61	10		WHITLEY	92	05
HARRISON	31	17		PERRY	62	16				
OUT-OF-STATE: USE TWO LETTER STATE INITIALS										

QUICK REFERENCE: PARTNER PARTICIPATION CODES

When recording partner participation, approximate enter and exit dates may be used

Line Codes for Tracking Partner Program Participation			
P1	Adult Education/Literacy	P2	Wagner-Peyser
P3	Vocational Rehabilitation	P4	Job Corp
P5	TAA	P6	NAFTA-TAA
P7	Veterans Programs (DOL funded)	P8	Welfare-to-Work
P9	Other Non-WIA Program	PG	Pell Grant
PM	Migrant and Seasonal Farmworker	PN	Native American Program
PV	Title V (Older Americans Act)	PE	Vocational Education (Carl Perkins)
PH	HUD Employment and Training	PC	Community Services Block Grant Program
PR	Rapid Response		

QUICK REFERENCE: RECORDING POST EXIT OUTCOMES

Line Codes for Tracking Post Exit Outcomes			
E1	Quarter Following the Exit Quarter	E2	2 nd Quarter Following the Exit Quarter
E3	3 rd Quarter Following the Exit Quarter	E4	4 th Quarter Following the Exit Quarter

(E1 and E3 are required for youth if there are outcomes to be reported. E1, E2, and E3 should be used to track any post exit credentials earned by adults and dislocated workers)

QUICK REFERENCE: WIA 1A (ADULTS)

Supportive Services			
03	Other Supportive Service	10	Supportive Service: Needs Related Payments
Core Services (Received after WIA registration)			
C2	Core Service	C4	Follow-up
Intensive Services			
N1	Intensive Service	14	Internship/Cooperative Experience
Training Services			
20	Occupational Skills Training	15	On-the-Job Training
T6	Adult Education and Literacy (In combination with other training)		
Valid Exit Codes			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	43	Health/Medical
42	Institutionalized	45	Lacks Transportation
44	Family Care Responsibilities	47	Voluntary, Other
46	Cannot Locate	64	Death
48	Involuntary, Other	65	Active Duty Reservist or National Guard

QUICK REFERENCE: WIA 1Y (Youth)

Supportive Services			
03	Other Supportive Service	10	Supportive Service: Stipend
Goals			
G1	Basic Skills Goal	G2	Occupational Skills Goal
G3	Work Readiness Goal	G9	All Goals Completed
Activities			
Y1	Youth Employment Services	Y2	Youth Educational Achievement Services
Y3	Youth Summer Employment Opportunities	Y4	Additional Support for Youth Services
Y5	Youth Citizen and Leadership Services	14	Internship/Cooperative Experience
Other Line Codes			
C4	Follow-up	Z1	Math and Reading Level at 1 st Interval
Z2	Math and Reading Level at 2nd Interval	Z3	Math and Reading Level at 3rd Interval
Z4	Math and Reading Level at 4th Interval	Z9	Math and Reading Level at Exit Interval
Valid Exit Codes			
(Note: Many youth outcomes are derived from activity records)			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	15	Still in Secondary School (younger youth)
50	Successfully Completed (Local Use Only)	42	Institutionalized
43	Health/Medical	44	Family Care Responsibilities
45	Lacks Transportation	46	Cannot Locate
47	Voluntary, Other	48	Involuntary, Other
64	Death	65	Active Duty Reservist or National Guard

QUICK REFERENCE: WIA 1D & 1R (Dislocated Workers)

Supportive Services			
03	Other Supportive Service	10	Supportive Service: Needs Related Payments
Other Rapid Response Participation			
PR	Participated in State or Local Rapid Response Activity		
Core Services (Received after WIA registration)			
C2	Core Service	C4	Follow-up
Intensive Services			
N1	Intensive Service	14	Internship/Cooperative Experience
Training Services			
20	Occupational Skills Training	15	On-the-Job Training
T6	Adult Education and Literacy (In combination with other training)		
Valid Exit Codes			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	54	Called Back/Remained with Layoff Employer
42	Institutionalized	43	Health/Medical
44	Family Care Responsibilities	45	Lacks Transportation
46	Cannot Locate	47	Voluntary, Other
48	Involuntary, Other	64	Death
65	Active Duty Reservist or National Guard		

QUICK REFERENCE: WELFARE TO WORK: WW & WC

CASE MANAGEMENT			
64	Case Management		
JOB READINESS ACTIVITIES			
20	Occupational Skills Training	70	Job Readiness - Voucher
71	Job Readiness - Contract		
EMPLOYMENT ACTIVITIES			
01	Work Experience	15	On-the-Job Training
72	Job Search - Voucher	73	Job Search - Contract
75	Public Job Creation	76	Private Job Creation
78	Job Placement - Voucher	77	Job Placement - Contract
74	Community Service		
SERVICES AND SUPPORT			
68	Job Retention	86	WtW Supportive Service
66	Post Employment Service - Voucher	67	Post Employment Service - Contract
85	Ind. Development Account		
EMPLOYMENT TRACKING (PMIS 2)			
79	Other Employment Tracking Code		
OTHER TRACKING			
65	Transfer from 30% to 70% Category		
CASE CLOSURE (PMIS 3 TERM CODES)			
01	Entered Unsubsidized Employment	30	Increased Wages
31	Entered Subsidized Employment	52	Transfer to Other Program
36	Engaged in Another Work Activity	37	Engaged in Other Training
38	Refused to Continue	46	Cannot Locate
47	Voluntary Other	48	Involuntary Other
64	Death		

PMIS

DATA DICTIONARY/RECORD LAYOUT

XXAPP.TXT

****Total Record Length is 636 Positions****

(Identifying Information)

Header Description/ Field Name	Start Pos.	Field Size	Description of Item Definitions / Notes	Valid Response
*****	*****	*****	*****	*****
SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Part. Program Code
ENROLL_DAT	22	8	Enrollment Date	(YYYYMMDD format)
APPL_DATE	31	8	Application Date	(YYYYMMDD format)
SITE	43	2	Site ID	(WSA defined usage)
RESID_CO	46	2	Residence County	01-92 (County Number)
LAST_NAME	49	15	Last Name	Last Name
FIRST_NAME	65	12	First Name	First Name
MI	78	1	Middle Initial	Middle Initial
HOME_ST	80	25	Home St. Address	Home Street Address
HOME_CITY	106	15	Home City	Home City
HOME_STATE	122	2	Home State	Home State
HOME_ZIP	125	5	Home Zip Code	Home Zip Code
HOME_PHONE	131	10	Home Phone #	Home Phone #
ELIG_DATE	142	8	Date Eligibility Determined	(YYYYMMDD format)
APP_NTR	151	8	Date Entered into System	(YYYYMMDD format)
CITIZENSHIP	160	1	Citizenship Status	1=citizen, 2=non-citizen
SELECT_SRV	162	1	Selective Service Status	1=registered, 2=not registered, 3=not applicable
RACE_ETHN	169	1	Race/Ethnic Group	1=white, 2=black, 3=Hispanic, 4=Amer. Ind./Alaskan Nat., 5=Asian/Pacific Islander (Old Records)
VET_STATUS	171	1	Veteran Status	1=yes, 2=no
VET_BEGAN	173	8	Date Service Began	(YYYYMMDD format)
VET_END	182	8	Date Service Ended	(YYYYMMDD format)
HS_DROPOUT	191	1	H.S. Drop Out	1=yes, 2=no
HIGHEST_GR	193	2	Highest Grade Completed	1-19, 25=GED
FAM_STATUS	196	1	Family Status	1=parent in 1 parent family, 2=parent in 2 parent family, 3=other family member, 4=not a family member (i.e. family of 1)
DEP_UNDR6	198	1	# of Dependents < Age 6	0-9
DEP_6TO17	200	1	# of Depends. Age 6-17	0-9
DEP_OVR17	202	1	# of Depends. 18 & Over	0-9
HEAD_HOUSE	204	1	Head of Household	1=marrried, 2=single, 3=no
PREG_PARNT	206	1	Pregnant or Parenting	1=yes, 2=no
GENDER	208	1	Gender	1=male, 2=female
SUB_ABUSE	210	1	Substance Abuse	1=yes, 2=no
LIMTD_ENGL	214	1	Limited English Language	1=yes, 2=no

**XXAPP.TXT Continued
(Identifying Information)**

******Total Record Length is 636 Positions.******

Header Description/ Field Name	Start Pos.	Field Size	Description of Item Definitions / Notes	Valid Response

DISABILITY	216	1	Individual with Disabilities	1=yes & a substantial barrier, 2=yes, not a substantial barrier, 3 = no
DISPL_HMKR	222	1	Displaced Homemaker	1=yes, 2=no
OFFENDER	224	1	Offender/Ex-Offender	1=felony, 2=misdemeanor, 3=no
WSA_BARR	226	1	65% Barrier	1=yes, 2=no
BARR_DESCR	228	12	Barrier Description	
UNION_MEMB	241	1	Union Membership	1=yes, 2=no
CALL_BACK	243	1	Call-Back Rights	1=yes, 2=no
BIRTH_DATE	245	8	Birth Date	(YYYYMMDD format)
AGE	254	2	Age in Years	14-99
LKWK_HIST	274	1	Lacks Significant Work History	1=yes, 2=no
RECENT_SEP	276	1	Recently Separated Vet	"X" =yes, blank if no
DISABL_VET	278	1	Disabled Veteran	"X" = yes, blank if no
CAMPAIGNVET	280	1	Campaign Veteran	"X" = yes, blank if no
ENROLLATTN	282	1	Enrolled & Attending School	1=yes, no project,2= yes, school-wide project,3=no
ATTENDFULL	284	1	Enroll & Attend Full Time	1=yes, not alternative school 2=yes, alternative school, 3=no
READ_GRAD	286	4	Reading Skills Grade Level	(incl. decimal -- e.g. 9.5)
WHITE	291	1	White	1=yes, 2=no
BLACK	293	1	Black/African American	1=yes, 2=no
HISPANIC	295	1	Hispanic/Latino	1=yes, 2=no
AMINDIAN	297	1	American Indian/Alaskan	1=yes, 2=no
ASIAN	299	1	Asian	1=yes, 2=no
PACIFIC	301	1	Hawaiian/Pacific Islander	1=yes, 2=no
MATH_GRAD	336	4	Math Skills Grade Level	(incl. decimal -- e.g. 9.5)
STUDNT_STAT	341	1	Student Status	1=full time, 2=part-time, 3= not a student
ADTL_AST	343	1	Youth who requires Additional Assistance	1=yes, 2=no, 3=Not applicable
BSKILLS	345	1	Basic Skills Deficient	1=yes, 2=no, 3=Not applicable
SPEC_VET	347	1	Special Vet	1=yes, 2=no
FREE_LUNCH	349	1	Rec. Free School Lunch	1=yes, 2 or blank =no
JOBPARTIC	374	1	Welfare to Work Participant	1=yes, 2=no
FOSTERCHILD	376	1	Foster Child	1=yes, 2=no
FAM_INCOME	378	5	Family Income (12 mo.)	Includable Family Income last 12 months (\$\$\$\$\$)
IND_INCOME	384	5	Individual Income (12 mo.)	Includable Individual Income last 12 months (\$\$\$\$\$)
FAMSIZE_6	390	2	Max. Family Size 6 mo.	Maximum family size during the last 6 months
RESID_CO	396	1	County of Residence	1=metropolitan, 2=non-metropolitan
OMB	398	1	Meets OMB or 70% LLSIL	1=yes, 2=no
LABOR_FORC	400	1	Labor Force Status	1=not employed, 2=employed, 3=unemployed

XXAPP.TXT Continued
(Identifying Information)

****Total Record Length is 636 Positions.****

Header Description/ Field Name	Start Pos.	Field Size	Description of Item Definitions / Notes	Valid Response
*****	*****	*****	*****	*****
UC_STATUS	402	1	Unemployment Compensation Status	1=eligible claimant status unknown, 2=UC exhausted, 3=not claimant or exhaustee, 4=Claimant not profiled & referred, 5=Claimant profiled & referred
L_EMP_DATE	406	8	Date of Last Employment	(YYYYMMDD format)
UNEMP_WKS	415	2	Number of Weeks Unemployed	(in last 26 weeks) 01-26
PREP_HOURS	423	2	Number of Hrs. Worked/Week	1-99
WSA_OPT1	426	3	WSA Optional Field 1	WSA Optional Field 1
WSA_OPT2	430	3	WSA Optional Field 2	WSA Optional Field 2
WSA_OPT3	434	4	WSA Optional Field 3	WSA Optional Field 3
WSA_OPT4	438	4	WSA Optional Field 4	WSA Optional Field 4
SELF_EMPLD	444	1	Previous Self Employed	1=yes, 2=no
ADD_DIS_WK	446	1	Additional Dislocated Worker	1=yes, 2=no
HOMELESS	452	1	Homeless Individual	1=yes & runaway, 2=yes, not a runaway, 3=no, but runaway, 4=no, not runaway
LT_TANF	454	1	Long-term TANF Recipient	1=yes, 2=no
PREP_WAGE	456	6	Pre-program wage	(\$\$.cc)
TANF_NO	463	10	TANF Case Number	
TANF	478	1	Receiving TANF	"X" = yes, blank if no
REFUG_ASST	480	1	Receiving Refugee Asst.	"X" = yes, blank if no
GEN_ASST	482	1	Receiving General Asst.	"X" = yes, blank if no
SSI_ASST	484	1	Receiving SSI payments	"X" = yes, blank if no
FOOD_STMP	486	1	Receiving Food Stamps	"X" = yes, blank if no
W_ELIG	489	1	WtW Eligibility Criteria	See PMIS manual
W_HOUSE	491	1	Receives Subsidized Housing	1=yes, 2=no
W_MONTHS	493	2	# of Months TANF Remain	0=Duration Exceeded, 99=Exempt from Limits 01-60 # of Months
W_PARENT	496	1	Non-Custodial Parent	1=yes, 2=no
W_10PCT	498	1	10% WtW Window	1=yes, 2=no
ECON_DISAD	500	1	Low Income	1=yes, 2=no
YTH5PCT	502	1	Qualifies Under 5 % Prov.	1=yes, 2=no-
ELIG_DW1	504	1	Dislocated Worker Category 1	1=yes, 2=no
LAYOFF_NOT	506	8	Date of Layoff Notice	(YYYYMMDD format)
ELIG_DW2	515	1	Dislocated Worker Category 2	1=yes, 2=no
CLOSE_NOT	517	8	Date of Closing Notice	(YYYYMMDD format)
ELIG_DW3	526	1	Dislocated Worker Category 3	1=yes, 2=no
PROV_SPEC	528	13	5 % Provision if WSA Specific	
D_EMP_PHON	545	10	Phone # of Previous Employer	(10 digit incl. area code)
SIC_CODE	556	4	Previous Employer SIC Code	4 digits available, 3 required
D_EMP_HRS	566	2	Hours Worked per Week With Previous Employer	01-99
D_EMP_FROM	569	8	Beginning Employ. Date	(YYYYMMDD format)
D_EMPL_TO	578	8	Ending Employment Date	(YYYYMMDD format)
D_EMP_WAGE	587	6	Hourly Wage Previous Empl	\$/hr. of previous employer (\$\$.cc)

**XXAPP.TXT Continued
(Identifying Information)**

******Total Record Length is 636 Positions.******

Header Description/ Field Name	Start Pos.	Field Size	Description of Item Definitions / Notes	Valid Response
*****	*****	*****	*****	*****
EMPLOYER NAME	594	24	Name of previous employer	(expanded in PY 93)
DOT CODE	619	9	DOT Code previous employer	DOT code of Previous Employer
ONET CODE	629	8	ONET Code previous employer	ONET code of Previous Employer

XXACT.TXT

****Total Record Length is 387 Positions.****

(Activity Information)

Header Description/ Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes
*****	*****	*****	*****	*****
SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Program Code
ENROLL_DAT	22	8	Enrollment Date	(YYYYMMDD format)
ENT_ACTIV	31	8	Date Activity Began	(YYYYMMDD format)
ACTIV_STAT	40	1	Status of Activity	1=enter,2=exit,3=enter/exit
ACTIV_CODE	42	2	Activity Code	(WSA defined usage)
ACTIV_TYPE	45	15	Activity Type	(description)
EXIT_ACTIV	66	8	Exit Date from Activity	(YYYYMMDD format)
COMPLT_ACT	75	1	Successfully Completed	1=yes, 2=no, blank if no exit yet
DIRECTCOST	77	1	Direct Participant Cost	1=yes, 2=no
FUND_STAT	79	1	Fund Status	1=obligated, 2=expended, 3=not applicable
LINE_CODE	83	2	Line Code of Activity	xx
AMOUNT1	86	6	Expended	(\$\$\$\$\$)
AMOUNT2	98	6	Obligated	(\$\$\$\$\$)
OPT_ACTIV1	105	4	WSA Optional Field 1	WSA Optional Field 1
OPT_ACTIV2	110	4	WSA Optional Field 2	WSA Optional Field 2
OPT_ACTIV3	120	15	WSA Optional Field 3	WSA Optional Field 3
PROJ_END	136	8	Projected Ending Date	(YYYYMMDD format)
WSA	145	2	WSA number	01-03, 05-17
TRAIN_ID	148	5	Training Provider ID	
CREDENTL	154	1	Attained Credential	1=yes, 2=no
ADVTRAIN	156	1	Entered Advanced Training	1=yes, 2=no
POSTSECND	158	1	Entered Post Secondary Trng	1=yes, 2=no
ATTAIN_GED	160	1	Attained GED	1=yes, 2=no
AA_AS	162	1	AA or AS Diploma	1=yes, 2=no
BA_BS	164	1	BA or BS Diploma	1=yes, 2=no
OCCLICNS	166	1	Occupational Skills License	1=yes, 2=no
OCC_CRED	168	1	Occ. Skills Cert/Credential	1=yes, 2=no
HSDIPLOMA	170	1	High School Diploma	1=yes, 2=no
MILITARY	172	1	Youth in Military Service	1=yes, 2=no
APRENTICE	174	1	Youth in Apprenticeship	1=yes, 2=no
JOURNEYMAN	176	1	Journeyman Status	1=yes, 2=no
CERTIFICATE_T_A	178	1	Certificate of Technical Ach.	1=yes, 2=no
HRS_BASIC	180	5	Actual Hrs. Participation in Basic Skills Training	OPTIONAL
HRS_OCCUP	186	5	Actual Hrs. Participation in Occupl. Skills Trng	OPTIONAL
HRS_OJT	192	5	Actual Hrs. Participation in On-the-Job Training	OPTIONAL
HRS_WKEXP	198	5	Actual Hrs. Participation in Work Experience	OPTIONAL
HRS_OTHRSK	204	5	Actual Hrs. Participation in Other Skill Training	OPTIONAL
DOT CODE	210	9	DOT Code of Training	
ENT_ACTIV	220	8	Date Activity Began	(YYYYMMDD format)

XXACT.TXT

****Total Record Length is 387 Positions****

(Activity Information) Continued

Header Description/ Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes
*****	*****	*****	*****	*****
ACT_HOURS	237	5	Activity Hours	
VENDOR_WW	243	35	Vendor/Employer Name	
EMP_TYP_WW	279	1	Type of Employment	1=Subsidized Public 2=Subsidized Private 3=Unsubsidized
WAGE_WW	281	6	WtW Wage	\$\$\$cc
HOURS_WW	288	3	WtW Hours per Week	xxx
BENEFIT_WW	292	1	Benefit Status	1=includes benefits, 2=no benefits
SUBSIDY_WW	294	6	Amount of Wage subsidy	\$\$\$cc
ACTIV_NTR	301	8	Date Activity Entered	YYYYMMDD format
ONET_CODES	310	8	ONET Job Code	ONET Job Code
READ_ACT	320	4	Interval Reading Skills Grade Level	(incl. decimal -- e.g. 9.5)
MATH_ACT	324	4	Interval Math Skills Grade Level	(incl. decimal -- e.g. 9.5)
OFF_NAME	328	30	Office Name (right justified standardized name)	
CASE_MGR	358	30	Case Manager (right justified standardized name)	

XXEXIT.TXT
(Exit Information)

****Total Record Length is 211 Positions.****

Header Description/ Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes

SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Program Code
ENROLL_DAT	22	8	Enrollment Date	(YYYYMMDD format)
TERM_DATE	31	8	Date of Program Exit	(YYYYMMDD format)
TERM_CODE	40	2	Exit Code	01-99 (look-up table)
PLCMT_JTIT	43	22	Job Title of Placement	Job Title of Placement
PLCMT_HRS	66	2	Hours/Week if Placement	01-99
PLCMT_BEGIN	69	8	Date of Employment	(YYYYMMDD format)
TRAIN_REL	78	1	Training Related Placement	1=yes, 2=no
PLCMT_CTY	83	2	Employer County if Placement	01-92 (if IN placement)
PLCMT_CITY	86	21	Employer City if Placement	City Name of Employer
PLCMT_STA	109	2	Employer State if Placement	State Abbreviation of Employer
PLCMT_ZIP	112	5	Employer Zip if Placement	Zip Code of Employer
PLCMT_PHON	118	10	Employer Phone if Placement	Phone # of Employer
PLCMT_WAGE	137	6	Hourly Wage if Placement	\$ per hour (\$\$\$cc)
D_EMP_NAM	144	24	Expanded Employer Name	(exp. in PY 93)
FRINGE_BEN	169	1	Fringe Benefits	1=yes, 2=no
UCC_COVRD	171	1	Job Covered by U.C. Benefits	1=yes, 2=no 3=Self-Employed and Covered by UC 4=Self-Employed and Not Covered by UC
PLCMT_DOT	177	9	DOT Code of Placement	
RECD_NEEDS	189	1	Received Needs-Related Payments	1=\$1-49, 2=\$50-125, 3=over \$125, 4= NA
TERM_NTR	195	8	Date exit entered in system	YYYYMMDD FORMAT
PLCMT_ONET	204	8	ONET Job Code	ONET Job Code

XXCONT.TXT

****Total Record Length is 113 Positions.****

(Follow-Up Contact Information)

Header Description Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes
*****	*****	*****	*****	*****
SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Part. Program Code
ENROLL_DAT	22	8	Enrollment Date	(YYYYMMDD format)
CONT_LAST	31	15	Contact's Last Name	Contact's Last Name
CONT_FIRST	47	12	Contact's First Name	Contact's First Name
CONT_MI	60	1	Contact's Middle Initial	Contact's Middle Initial
CONT_PHON	62	10	Contact's Phone Number	Contact's Phone Number
2CONT_LAST	73	15	2 nd Contact's Last Name	2 nd Contact's Last Name
2CONT_FIRST	89	12	2 nd Contact's First Name	2 nd Contact's First Name
2CONT_MI	102	1	2 nd Contact's Middle Initial	2 nd Contact's Middle Initial
2CONT_PHON	104	10	2 nd Contact's Phone Number	2 nd Contact's Phone Number